



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 18.16-DOE

Subject: Internal Monitoring of IPP

Supersedes: DYD 16.6

Local policy: Yes
Local procedures: Yes
Requires training: No

Approved by:

Effective date: 07/01/1990

Authority:

TCA 37-5-106

ACA Standard:

None

- I. APPLICATION: To all employees of Youth Development Centers.
- II. POLICY: The Individual Program Plan (IPP) procedure utilized in Youth Development Centers shall be monitored internally on a regular basis. Such monitoring shall be for the purpose of determining whether the IPPs are being both designed and implemented to meet the individual needs of the students.
- III. PROCEDURES:
- A. Each facility shall develop a local policy for review, approval, and correction of deficiencies in IPPs. The review shall be conducted by treatment specialist(s) on no less than a quarterly basis and shall include at least two files per counselor. A report summarizing the quarterly review shall be forwarded to the Director of Youth Development Centers.
 - B. The IPP process shall be monitored during the annual inspection.
 - C. All monitoring shall include a review of treatment objectives to determine that the service is being provided. Should a deficiency be detected, the Superintendent shall be notified in writing.
- IV. FORMS: None

**(Note: This Policy Cannot Be Revised Without Prior Permission
of Chancery Court, Davidson County, Nashville, Tennessee.)**